



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Regulatory Officer 2 [Classified Competitive]			Salary P29 \$81,979.98 - \$116,912.67
Posting Number 248-22	Position Number 044308	Number of Positions 1	Posting Period * From: 03/16/2022 To: 03/30/2022
Location: 55 N Willow Street, Trenton NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under limited supervision of a supervisory official or other designated official, the Regulatory Officer 2 will be tasked with monitoring requests made to the Department of Health pursuant to the Open Public Records Act ("OPRA"), subpoenas, or other channels. Will ensure accurate tracking of deadlines and responses for document requests and will serve as Department Liaison with the Office of the Attorney General and sister agencies to ensure legally accurate and complete responses to OPRA requests.

This position will analyze OPRA requests, subpoenas, or other records requests, obtain responsive records, and prepare or approve responses to same. Will prepare trainings and resource materials related to OPRA, subpoenas, and other records requests, provide summary updates on relevant caselaw and processes related to records requests and implement and oversee continuous quality improvement as to record request process.

The candidate must possess strong writing and critical thinking skills. A writing sample will be required.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE: Two (2) years of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or two (2) years of experience as an attorney, one (1) of which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTOC@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #248-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*